

BRENTWOOD BOARD OF SELECTMEN  
MINUTES OF 12/2/08

Convened: 6:30 p.m.

Present: David Menter  
Kevin Johnston  
Jeffrey Bryan  
Andrew Artimovich  
George Waldron

The Board met and reviewed payroll, accounts payable, and signed the register. The Board reviewed and signed the recreation register.

Jonathan Ellis was in to present the weekly Treasurer's report. In addition, Ellis requested permission to release the impact fees collected in 2007 to the Swasey School, Middle School & High School totaling \$37,714.89. A motion was made by Artimovich and seconded by Johnston to approve the disbursement. All voted in favor.

The Selectmen reviewed the minutes of the 11/25/08 meeting. Waldron made a motion to approve the minutes as written. Motion was seconded by Johnston. Bryan would like the minutes amended to include the discussion that took place regarding a letter from a resident regarding an unpleasant experience she had with the Town Clerk when completing her absentee ballot. Bryan made a motion to accept the minutes including the amendment. Motion was seconded by Waldron; all voted in favor.

The Board reviewed the notes:

- The Selectmen established a schedule for coverage during the carpet replacement project on the weekend of December 13 & 14. Jim Colcord offered to cover the Saturday shift from 7am-11am; Menter will cover 11am-close. Bryan will be in on Sunday from 7am-11am; Julie will cover 11am-close.
- The Wreaths Across America ceremony will take place at noon on 12/13 at the Town Office flagpole.
- The Board reviewed the proposed Fire Department LOSAP and stipend recipients. The Selectmen agreed to the LOSAP and stipend payments for those indicated. Alan Prina is not eligible to receive the stipend as he did not pass the physical agility test. This raised some concern with the Selectmen as to his ability to perform his job and any liability issues this may present to the Town. They asked Julie to check with Town Counsel regarding the possibility of establishing required physical fitness goals as a term of employment.
- The Selectmen read a memo from Glenn Greenwood, Circuit Rider Planner, regarding a Request for Interest released by the Rockingham County Board of Commissioners for project proposals to construct affordable housing on the county property off of North Road. Artimovich recommended representatives from the Board of Selectmen and Planning Board, as well as Glenn Greenwood, meet with the County Commissioners to discuss this issue. Johnston will bring it up at Thursday's Planning Board meeting.

- Julie received a request from a student to conduct a survey regarding recycling. A sample of the survey was sent to the Selectmen's office. The Selectmen would like information as to how the survey would be circulated. Julie will contact the student.
- A copy of a denial of a building permit for John & Gail Tibbetts to add an accessory unit to their existing home was submitted by the building inspector. The size of the secondary unit would not conform to the accessory housing requirements as stated in the Zoning & Land Use ordinances. They have an appointment with the ZBA on 12/8/08.

Allison Bryan was in regarding the letter the Selectmen read last week about the upsetting experience she encountered with the Town Clerk while completing her absentee ballot. She is frustrated to learn that the Selectmen have not brought the issue up with the Town Clerk and feel that it must be addressed and that it should be noted in her personnel file. She is requesting a letter of apology from the Town Clerk. The Selectmen explained that although it does not justify any rudeness that she may have encountered, they do know that it was a very busy and hectic election period for the Town Clerk's office. The Board also mentioned to Allison that because the Town Clerk/Tax Collector's position is elected, they don't have much jurisdiction over her. Allison hopes the Board will deal with this matter as she would hate to see another young and inexperienced citizen put in such an uncomfortable and embarrassing situation as she was. The Selectmen thanked Allison for coming in and will take the matter under advisement. The Selectmen later decided to have the Town Clerk come in at next week's meeting to discuss the matter.

Wayne Robinson, Police Chief, and Christine Belanger, Police Department secretary, were in to present information and discuss the possibility of including a warrant article to establish a revolving fund for police details. Belanger presented the revenue figures from the past few years. Stevens relayed information that she had gathered from the Asst. Town Administrator of Finance for the Town of Windham. Windham has a PD detail revolving account which was established primarily for the purpose of excluding detail expenditures from the budget so the Town would not have to raise the funds for details through taxation. Because the quantity, and thus the expense, of details fluctuates dramatically from year to year and is virtually an unknown going into the year, Windham opted for this route. On a monthly basis, the funds to cover detail payroll and related expenses are transferred from the revolving fund to the general fund. In addition they set their account up so that 5% of detail revenues automatically go to the general fund to cover other expenses. Discussion amongst those present followed. It was agreed that a warrant article would be included to establish a revolving account for police details. The account would be capped at \$40,000 at year-end and the funds could be used for the purchase of equipment. The cruiser line would remain in the budget. For 2009, detail expenses will stay in the budget in case the warrant article fails. Waldron made a motion to accept the Police Department budget totaling \$611,919. Johnston seconded the motion; all voted in favor.

The Selectmen reviewed and voted on the following budgets:

Parks & Recreation

The Board reviewed the revised recreation budget with the change in the salary line that does not include a step increase. Artimovich made a motion, seconded by Johnston, to approve the recreation budget in the amount of \$42,656. All voted in favor.

Town Clerk

The Selectmen reviewed the revised budget submitted by the Town Clerk which includes changes to: deputy clerk salary- has been revised to 32 hours/week

Office clerk salary- has been revised to 24 hours/week

Fica/Medicare- changes as % of salaries

The Selectmen discussed the budgeted step increases for deputy clerk, office clerk, and town clerk. Julie explained that the deputy and office clerk have both received only 1 increase since they started in 2002 & 2001 respectively. To remain consistent with the other departments that requested step increases, the Board decided to keep the COLA + 1-step increase for the deputy and office clerk; and to give the COLA only to the town clerk as she received a step increase last year. This change and the adjustment to fica/medicare bring the budget to \$56,158. A motion was made by Bryan and seconded by Waldron to accept the Town Clerk budget in the amount of \$56,158. All voted in favor.

Tax Collector

The same changes were discussed with this budget as well. The change in the tax collector's salary and fica/medicare bring the bottom line to \$55,592. Bryan made a motion to accept the tax collector budget in the amount of \$55,592. Motion was seconded by Artimovich; all voted in favor.

Data Processing

Stevens requested that this budget be reopened as she neglected to include the payment to BMSI. Artimovich made a motion to reopen the data processing budget. Menter seconded the motion; all voted in favor. Stevens explained that the BMSI support contract would be an additional \$4,560 to the software/support line, bringing this line to \$10,560. Bryan made a motion to accept the revised data processing budget totaling \$15,131. Artimovich seconded the motion; all voted in favor.

The Selectmen signed the following documents:

- 9 Corrected Land Use Change Tax releases for condo sites at Mill Pond Crossing. The Tax Collector requires individual forms and those signed last week had 2 to 3 included on each form.
- Pricing agreement for flexible spending accounts with LGC. The administration fee for 2009 & 2010 will be \$3 per employee per month.

At 8:10 p.m. Waldron made a motion to enter nonpublic session per RSA 91-A:3,II(a) to discuss the Town Administrator's evaluation. Artimovich seconded the motion; Menter, Johnston, Bryan, Artimovich, and Waldron voted in favor.

At 8:30 p.m. Menter made a motion, seconded by Johnston, to close non-public session and seal the minutes. Menter, Johnston, Bryan, Artimovich, and Waldron voted in favor.

Johnston made a recommendation that Jonathan Ellis, treasurer, be trained as a back up to do payroll and accounts payable. A question was raised whether or not this would be a conflict of interest. Julie checked the RSA and did not find that there would be any conflict. The Board agreed to do this and compensate him the same hourly rate that the bookkeeper currently is paid, if he is willing.

At 8:40 p.m. Menter made a motion to adjourn. The motion was seconded by Artimovich; all voted in favor.

Respectfully submitted,

Julie Stevens